

Office Memorandum • UNITED STATES GOVERNMENT

25X1
TO : Chief, Management Staff
ATTN : [] Room 557, 1717 H St.
THRU : Records Management
FROM : Chief, Administration and Training Staff/OS

DATE: 22 December 1958

SUBJECT: Open-Shelf Filing Equipment, Building 13

25X1
1. In accordance with telephone conversation between [] Office of Security, attached herewith is a requisition for open-shelf filing equipment to be installed in the secure area of Building 13.

2. It is understood that the cost of this equipment, including installation, will not be charged to the Office of Security. In exchange, however, this office will release nine 4-drawer filing cabinets with combination lock, in good working condition. These safes will be turned in to Logistics upon installation of the above indicated filing equipment. The estimated cost of the attached requisition including installation cost is approximately \$1000.

Attachment:
Requisition

25X1
[]
*Requisition approved and forwarded
to O.L. on 12/22/58 R.F.W.*